

THE ARCHAEOLOGICAL RESEARCH CENTER FIELD SITE FORM

The Archaeological Research Center site form must be filled out and submitted to the Archaeological Research Center by anyone requiring a site number for a new site or by anyone revising an existing site entry. Copies of the completed form must also accompany final reports submitted to the Archaeological Research Center. The completed site form consists of one or more pages of descriptive material and a final page containing the sketch map and site location map. Only a single entry for most data categories is provided on the form. If more space is needed, a *continuation sheet* should be used.

This manual and a MS-Access version of the site form are available from the Archaeological Research Center web page at <http://www.sdsmt.edu/wwwsarc/resources.html>.

General Information

Site number

This is used to record the Smithsonian number assigned to the site. An initial site form submission will have this field blank. Once a number is assigned by the Center, this field should be filled in.

County

Enter the county name here. Use the modern legal name of the county for new site numbers. Defunct names such as Armstrong and Washabaugh should only be used when old site records are revised.

Site name

Some but not all sites are named. The database will accept up to 20 characters for a site name. This category is optional.

Other number

List your project number, agency number, or field number. Additional non-Smithsonian numbers can be entered in the *Comments*.

NR status

This field is used for describing the current management status of the site as determined by the federal agency, SHPO, or by consensus. Five values are allowed:

Not eligible	not eligible for the Register as determined by SHPO/Agency or by consensus
Eligible	eligible for the Register as determined by SHPO/Agency or by consensus
Register	officially listed on the National Register
Unevaluated	the site has not been evaluated for National Register eligibility (or status is not known)

Map reference

This field is for the name of the *USGS quadrangle* map on which the site is located.

Owner

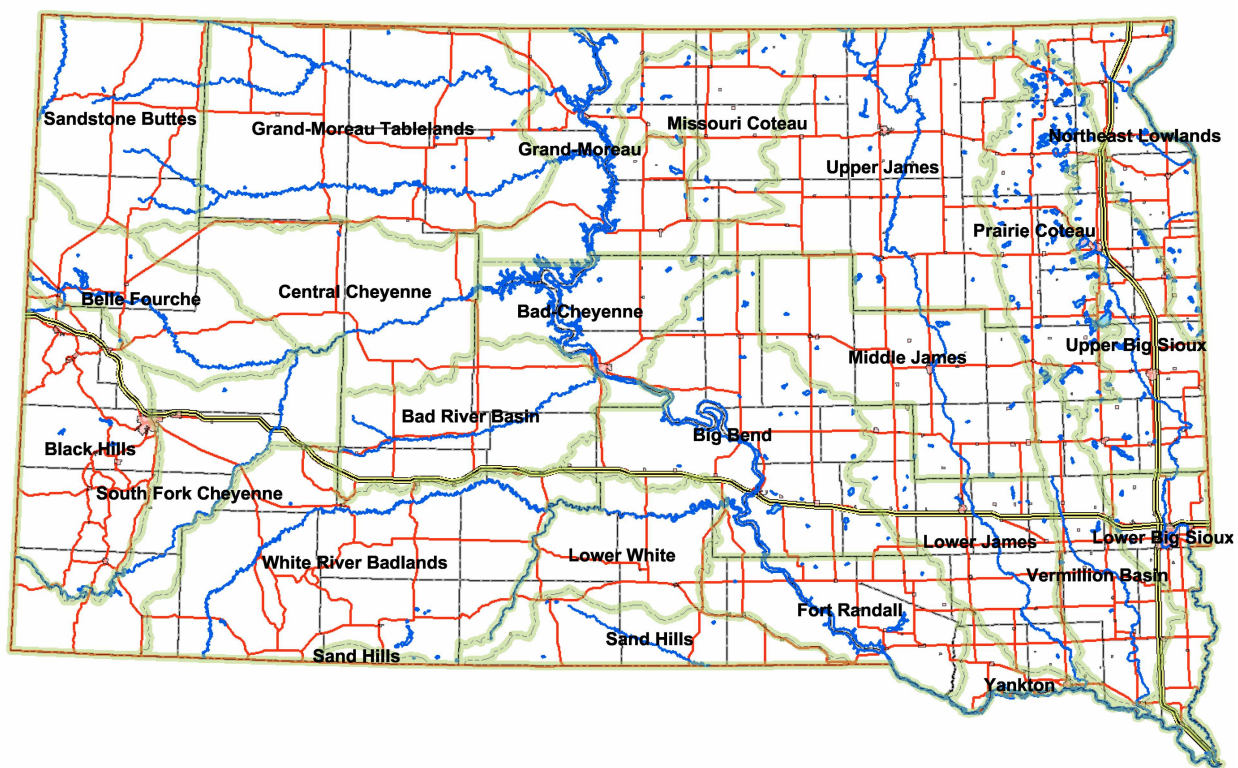
The values allowed for land ownership are:

Badlands NP	Federal	Nebraska NF
Black Hills NF	FWS	NRCS
BLM	GFP	Private
BOR	Wind Cave NP	State/local
COE	Jewel Cave NM	State/Park
Custer NF	Mixed	State/School
DOD	Mount Rushmore NM	VA
Dakota Prairie NG	Tribal	Title VI Parks
Title VI Wildlife		

If ownership is mixed and/or private, use the *Owner* and *Comment* field to name them.

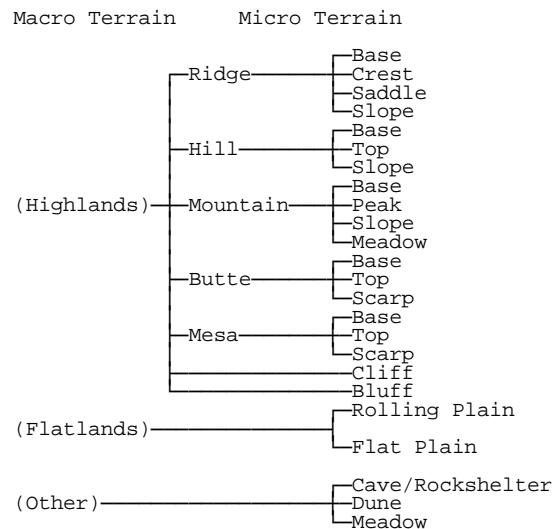
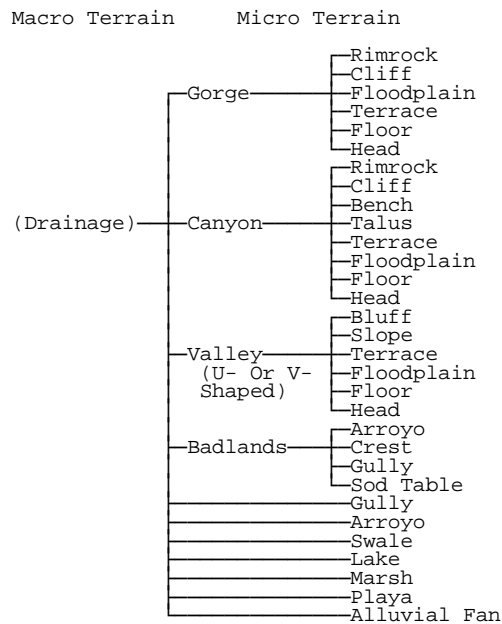
RP3 archaeological region

This is for the name of one of the 24 archaeological regions for South Dakota, as specified in the State Plan. The regions are based for the most part on the major drainages in the state, with the drainage divides marking the boundaries. Quite often county lines or streams have been used to define a boundary. The Black Hills region is defined as lying within the Greenhorn Limestone formation hogback on the north and east, and by the Cheyenne River in the south. This map is available as an ArcView shapefile at <http://www.sdsmt.edu/wwwsarc/resources.html>.



Topographic position

This space is used to record the topography of the land on which the site is located. It consists of an optional macro-terrain term (i.e. describing the general area surrounding the site) followed by a micro-terrain term (the immediate site area). For example, a site located on a ledge in a canyon would be described as *canyon bench*. In most cases, the macro and micro-terrains will be combined, but it is also possible for some of the micro-terrain types to stand alone (i.e. *gully*). The macro and micro-terrain types are listed below:



Vegetation cover

This space describes the predominant ecological zone and/or vegetation at the site. The allowable types are:

- | | |
|------------------|--|
| Cropland | (either past or present cultivation) |
| Shelter Belt | |
| Scrubland | (predominantly sagebrush, cactus, yucca) |
| Short Grass | |
| Mixed Grass | |
| Tall Grass | |
| Conifer Forest | |
| Sandhill Prairie | |
| Marshland | |
| Deciduous Forest | |

Substrate and/or soil

This space is reserved for describing the primary lithology of the site (i.e. the material just under the topsoil). Choose the most appropriate.

- | | |
|---------|---------------------------|
| Bedrock | |
| Clay | |
| Drift | (mixed glacial sediments) |
| Gravel | |
| Loess | |
| Silt | |
| Sand | |

UTM

This is the UTM location of the approximate center of the site. The fields include the projection (NAD 27 or NAD 83), zone, easting, and northing.

Current land use

This space is reserved for describing the current use of the land on which the site is located. Allowable classifications are:

Cultivated	plowed, farmed land (past or present)
Pasture	unbroken, uncultivated land
Developed	urban, farmyard, buildings, paved
Industrial	gravel pit, mine, factory, sewage lagoon
Recreation	parks (e.g. city parks, playgrounds)
Multiple	national parks, forests, etc.

Ground surface visibility

This is for indicating the ground surface visibility at the site as a percent figure. Use the best approximate figure—ranges will be averaged when entered on the computer.

Site elevation

Site elevation in meters.

Site condition

This category is used to record site condition. It describes the present known state of the site. Five values are allowed:

Extant	extant, largely undisturbed
Disturbed	disturbed by agriculture, construction, erosion, etc
Inundated	inundated by reservoir
Destroyed	Destroyed, no remaining physical evidence of site
Unknown	condition unknown

Site dimensions north-south and east-west

These blanks both refer to the dimensions of the site. Leaving these blank indicates unknown dimensions. Sites such as many isolated finds, which usually are virtually dimensionless, should be given dimensions of 1x1 m.

Site area

Site area in hectares. As with the above category, use a blank for unknown site area and a .01 ha for *very* small sites. One hectare = 10,000 m² or 2.47 acres.

Site depth

This is to record the *maximum* known depth of the site in centimeters. A site with unknown depth is left blank. Those sites often recorded as "surface" sites should be marked as having a depth of 1 or 10 cm in order to differentiate them from sites of unknown depth.

Nearest water type

This field is used to indicate the type of the nearest natural water source. Please note that stock dams and other man-made water sources do not count as natural water sources. The acceptable values are:

Permanent Stream	river, creek (solid blue line on maps)
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Intermittent Stream	cullv. arrovo (dotted blue line on maps)
Permanent Lake	large ponds. permanent lakes
Intermittent Lake	sloughs. ponds. marshes. depressions
Permanent Spring	
Intermittent Spring	

Nearest water name

Enter the name of the nearest natural water source, if any, in this space.

Distance to nearest water

This space is used to record the distance in meters to the nearest natural water source. If the distance is not known or there is none, leave it blank. For those sites which are at or adjacent to water, use a distance of 1 m.

Elevation of nearest water

This field is used to indicate the elevation in meters of the nearest natural water source, if any.

Direction to nearest water

Use this space to record the direction to nearest water. The values allowed are:

N, NE, E, SE, S, SW, W, NW

Nearest water bank

This field represents the bank on which the site is located, as is viewed from looking downstream. Acceptable values are:

L	Left
R	Right
N	Not applicable (lakes. springs. no water)
B	Both banks

Locations

Legal location

This space is used to record the actual legal location of the site. It is entered as text on the site form (i.e. NW1/4, SW1/4, SE1/4, NW1/4; SW1/4, NE1/4, SE1/4, NW1/4), but when entered on the database only the quarter-quarter section is used. The site location map on the next page is used for more accurate site records.

Township, range, section

These fields are set aside for the site's township, range, and section designations. Use a continuation sheet for lengthier legal locations.

Components

Site type

This is used for a description of the site type. It is the first part of a three-part section on site identification. The other categories are *time period* and *cultural affiliation*. A site may have as many types recorded as necessary. Use continuation sheets for multiple site types, time ranges, and affiliations in order to avoid any misinterpretations. The values allowed for site types are:

Alignment	drive lines, medicine wheels, petroforms
Artifact Scatter	lithic scatters, chipping stations, etc. Generally thin deposits, can be buried; can include aboriginal or historical material, distinguished by cultural affiliation
Burial	cemetery, ossuary, single burial, but not mound
Cabin	remains of sod hut, dugout, log cabin, etc.
Cairn	pile of rocks (does not include farmers' rock piles)
Dam	
Depression	can include collapsed root cellar, dugout remains, etc.
Dump	refuse pile or area
Earthlodge Village	note the term "earthlodge"
Earthwork	miscellaneous earthworks, CCC culverts
Farmstead	farm or ranch building/outbuilding ruins, a site type which can include, cabins, foundations, depressions, etc. collectively
Faunal/Paleont.	bone bed, fossils, no direct evidence of cultural association
Fort	historic military or civilian fortification; complex type which can include other types such as foundations; overlaps with trading post type
Foundation	isolated building foundation
Hearth	isolated aboriginal firepit or hearth
Industrial	mines, quarries, sawmills, flumes, etc.
Isolated Find	single tool or few (n<10) items with <i>no</i> possibility of buried or other remains; can be aboriginal or historic; is not eligible by definition
Kill	jump, impoundment, surround
Mine	Any archaeological feature associated with a historic period mine
Monument	marker other than grave
Mound	burial mound, linear, temple
Nonfarm Ruins	house and outbuildings, livery stable, etc.; a complex site type which can include depressions, foundations, cabin, etc., CCC camps
Occupation	similar to artifact scatter, but possibly multicomponent, lots of features, some depth apparent. Usually has Register potential. Sort of intermediate between village and artifact scatter

Quarry	Aboriginal quarry or lithic source. This is not intended to include historic quarries
Rock Art	Petroglyphs, pictographs
Rock Shelter	cave, shelter, overhang
Railroad	railroad bed and track—associated bridges and architectural features must be evaluated nonarchaeologically
Road	old wagon trail, roadbed, etc.
School Foundation	Foundations or other remains of historic school building
Stone Circle	tipi rings
Townsite	can be town or similar complex of structures, possibly containing depressions, foundations, etc.
Trading Post	trader's post or fort. complex type which can include other types such as foundations. overlaps with fort type
Village	any large <i>habitation</i> site with dense remains, features, faunal remains, etc. (i.e. more than an occupation)—a large Woodland habitation site, for instance
Well/Cistern	Remains of a well, cistern, or similar structure

Note that several site types are complex ones which can include several other site types within them. For example, a farmstead is a set of ruins which could be made up of a combination of foundations, depressions, and a dump.

It must also be noted that standing structures are *not* archaeological sites. They may be associated with historic-period archaeological sites such as farmsteads, but they are architectural in nature if they are even remotely habitable. Archaeological sites by definition consist of ruins or things abandoned. Numbering and recordation of standing structures is under the supervision of the State Historic Preservation Office.

Time period

This field is used for placing the site within a chronological pigeon-hole. Pick the most appropriate time period or periods. Allowable categories are:

pre-5000 B.C.
5000-3500 B.C.
3500-1500 B.C.
1500 B.C.-A.D. 900
A.D. 900-1700
A.D. 1700-1861
A.D. 1861-

Cultural affiliation

This field describes a cultural affiliation for the site. As many as necessary may be used.

Comments

Comments/site description

This category is provided for miscellaneous comments and recommendations. Feel free to discuss details about the site, including artifacts and features observed. If more space is needed, use a continuation sheet. You may also wish to elaborate on the substrate and soils, or perhaps explain more about site depth. If a site shows potential, put down any management considerations you feel might be necessary. This space may also be used to reference photo numbers, where the collections are stored, etc.

Evaluation/collection methods

This space is for a description of what methods were used for any surface collection, whether shovel testing was done, or description of any other techniques used to evaluate the site.

Owner name/address/attitudes

This category is provided to allow a record of the name of the landowner or immediate tenant, their address, and their attitude toward archaeological work on their property.

Name, date, project

Name of individual recording site and the project on which it was recorded. The date is the date that the site was recorded, not the date the site form was completed.

Attached Maps

Sketch map

This is a space to make a large-scale map of the immediate site area in order to record details about site structure, artifact distribution, foundation placement, etc. Not all sites really need a sketch map, and some sites are complicated enough to warrant maps on attached pages or more than one map.

Section map

Place a copy of the USGS quadrangle section map (at 1:24000 scale) here with the site location *clearly marked*.